



COVID-19 Emergency Operations Center

SOP No: MS-191

Date of Last Revision: 04/08/22

Standard Operating Procedure Receiving Linen Delivery

Subject: Receiving Linen Delivery for Medical Shelter Sites

1. Introduction

The purpose of this Standard Operating Procedure (SOP) is to provide guidance to Medical Shelter Site Management on linen delivery at Medical Shelter sites. The Medical Shelter sites have existing linen vendor.

2. Contacts

Republic Master Chef
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3. Procedures

- Upon delivery each Monday, review the stock received.
 - Stock to account for: Laundry bags, towels, washcloths, Sheets Queen, Sheets King, Pillowcases, bedspreads and plastic carts.
- When confirming amounts delivered, submit an update in Teams with the totals received for each item.
- For linen management, review SOP 103 – Linens Laundry